

UNCLASSIFIED

VACANCY ANNOUNCEMENT

USAID/CAIRO

Number: 08A	Subject: VACANCY (Egyptians)	Date: June 20, 2011
-----------------------	--	-------------------------------

Position Title: GSO Assistant
Position Number: 22-02
Organization: USAID/EXO Office
Duration: One year with option to renew
Salary Potential: FSN-09
Application Deadline: 06/26/2011
Salary Range for a Fully Qualified Candidate: Salary starts at LE 98,776 Gross Per Annum
(This is the Gross Annual Salary before deducting Taxes)

Candidates who applied earlier for the position will be considered and shouldn't reapply.

“SOFT COPIES OF THIS VACANCY ANNOUNCEMENT ARE AVAILABLE ON THE USAID MISSION INTRANET, UNDER JOB OPPORTUNITIES & THE USAID MISSION EXTERNAL WEBSITE (<http://egypt.usaid.gov>). HARD COPIES CAN ALSO BE OBTAINED FROM THE USAID HR OFFICE OR THE US EMBASSY HR OFFICE.”

“Priority will be given to qualified FSNs who have been involuntarily RIF'ed.”

Applications or Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.

Candidates must provide in the application or in their CVs names of family members working in the Mission.

BASIC FUNCTIONS OF POSITION:

The General Services Assistant reports directly to the General Services Officer, USAID/Egypt. The General Services Assistant supports the General Services operations in Cairo, Egypt including – supply and property management, facilities, limited residential and equipment maintenance, procurement,

security, and safety. The Assistant also provides a wide range of support in administrative management, logistical, and maintenance services to USAID/Egypt.

MAJOR DUTIES AND RESPONSIBILITIES:

The General Services Assistant supports day-to-day management support of recurring General Services activities in the USAID Executive Office, including liaison with contractor staff, outside vendors, Embassy's GSO/Housing, GSO/SPM and GSO/Facilities and in particular EXO customers. Specific duties include but are not limited to:

- Assist GSO coordinate general services for the USAID building and equipment maintenance, monitoring supply and property management, liaison with contract services and contract administration;
- Plan and coordinate approved office changes which may include office and cubicle make-ready activities such as: painting, cleaning, removing/rearranging of furniture, etc.
- Provide customer service support to USAID LES and American staff with respect to office furniture requests and coordinates between Embassy SPM and USAID personnel.
- Responsible for the day-to-day cleaning, maintenance and janitorial activities completed at USAID properties.
- Facilitates check-in and check-out activities for American and LE staff, and ensures all personnel have required safety/security issued equipment, eg. SCAPE mask; in addition that all American staff have information and support regarding local residential services, eg. cable and mobile internet, AFN decoders, etc.
- Helps to plan, schedule and coordinate all safety and security exercises, including fire and evacuation drills, WMD trainings, etc.
- Assists planning Mission property acquisition, disposal programs, and ensures compliance with Agency standards for issuing, using, and controlling USG property within the Mission;
- Ensures preparation and timely submission of GSO reports, including the Mission Inventory, Mission Director's Residence Inventory, the Real Property Report, etc.;
- Analyzes GSO staff and contractor skills to ensure they are commensurate with job and Mission requirements, and proposes appropriate staff changes, additions, staff development and training plans;
- Monitors the adequacy of ICASS services in terms of quality and quantity; advises on actions required to ensure compliance with ICASS agreements;
- Participates in project planning and review, evaluating support implications, feasibility, and projected costs, and drafting or advising on appropriate support budgets;
- Ensures USAID receives administrative support services, such as warehousing, leasing, residential maintenance, and shipping, where ICASS or the Embassy is the service provider.
- Prepares all GSO related vouchers for approval and signature.
- Performs other duties as assigned or required.

REQUIRED DESIRED QUALIFICATIONS:

a. Education: Completion of university level education or training resulting in a baccalaureate degree (university graduate), or the host-country academic equivalent, in the areas of civil engineering, mechanical engineering, structural engineering or related technical field is **required**.

- b. Prior Work Experience: From two to four years of progressively responsible work experience performing and supervising USG management operations, including experience which provided a general knowledge of one or more of the following areas; property management, maintenance of facilities, USG procurement, and contracting is **desired**.
- c. Post Entry Training: On-the-job training and attendance at GSO and other training courses provided locally, regionally and by USAID/Washington, subject to course offerings and availability of funds.
- d. Language Proficiency: Level IV (fluent) English oral and writing ability and the ability to compose administrative correspondence in English and understand Agency-published regulations, procedures, and contractual language are **required**.
- e. Job Knowledge: Working knowledge of USG regulations, in administrative management of support operations, procurement processes and property management procedures is **desired**.
- f. Technical Knowledge: Semi-technical knowledge of building, residential and vehicular mechanical, electrical and fire/life safety systems; to effectively manage and recommend corrective actions when systems fail or require maintenance is **required**.
- g. Skills and Abilities: A high level of managerial skills is required. The ability to lead, train, and supervise a multi-level workforce is required. The ability to analyze, conceptualize, negotiate, exercise sound judgment, originate ideas and creative solutions, and handle requests and complaints with patience, diplomacy, and a sense of humor is **required**.

POSITION ELEMENTS:

a. Supervision Received:

Works under the general administrative supervision of the General Services Officer, who provides assignments, general guidance, objectives, priorities, and suggestions on timeframe, and approach to completing assigned responsibilities. The majority of assignments accrue from normal flow of office functions. Operations and results are generally reviewed for adequacy, the degree to which desired outcomes are achieved, and through review of written work products. Routine and reoccurring work may be reviewed on a periodic test basis, while task-oriented work is reviewed as completed.

b. Available Guidelines:

USAID, USG, and US/Mission published policies and procedures, USAID Regulations (ADS), plus relevant USAID Handbooks on Overseas Support, the FAR and AIDAR for procurement and contracting, the FAM and FAH, and the Bilateral Agreement.

c. Exercise of Judgment:

USAID relies heavily upon the incumbent for the exercise of judgment and advice on GSO operations. The incumbent must be innovative and resourceful to get the job done and achieve desired or required results, while at the same time assuring compliance with local and USG regulations and statutory provisions.

d. Authority to Make Commitments:

In the management of NXP support and maintenance requirements, the incumbent is called upon to assess and make recommendations to the GSO regarding commitments to provide services and issue property.

e. Nature, Level, and Purpose of Contacts:

Deals effectively with all levels of personnel in USAID/Egypt and maintains good working relationships with counterpart personnel at the US Embassy/Egypt, other agencies, and host-country personnel. Contacts include private companies, contractors, vendors, and suppliers regarding administrative matters for which the Executive Office is responsible.

f. Supervision Exercised:

May provide day-to-day guidance of maintenance staff members and contractors responsible for real property management; NXP or EXP property; maintenance and repair; and warehousing.

g. Time required performing the full range of duties: One year.

SELECTION CRITERIA:

CATEGORY	SCORING PERCENTAGE
Education/academic requirement*	15 %
Experience*	20 %
Language Proficiency*	20 %
Knowledge*	20 %
Skills & Abilities*	25 %
TOTAL	100%

* As per details reflected under Qualifications above.

RECRUITMENT PROCEDURES AND GUIDELINES:

Qualified candidates who are interested in this vacancy should apply by submitting an up-to-date CV, quoting the position number, to USAID Human Resources Office, attention Nahed El Naggar by no later than COB of the application deadline noted above.

Internal Mission employees can submit the CV in person, via inter-office mail, or by fax.

External candidates should submit the CV by fax to 25160388 or via e-mail to usaidhr@usaid.gov (submissions made in any other way will be disregarded). The CV and attachments must not in all cases exceed five pages. The USAID HR Office will disregard any submissions exceeding five pages and/or those received after the deadline.

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years. Non-Egyptian candidates who have a valid, long-term resident visa in Egypt and who can obtain a valid work permit from the appropriate Egyptian authorities are eligible to apply.

The evaluation and selection process usually takes two to three months after the deadline. Successful applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If the external successful candidate meets all the qualifications listed in the position description, he/she will be appointed at the starting salary rate of the position. If s/he does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

Samia Joseph
USAID/Human Resources Officer